

REPORTS INVENTORY

CONTROL NO.

SRB 951K

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

951K LIFE INS MASTER CHGS

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

7. FORMAT (memorandum, form, computer print-out, etc)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

YES

IF YES GIVE ADP PROCESSING NO.

NO

10. PREPARING COMPONENT (Include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

DCS/OPERATIONS

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE  | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|--------|-------------|---|------------------|---|-----------------|---|----------------|---|---------------|
| GS-063 | 4.21        |   | .143             |   | .60             |   | 12             |   | 7.20          |

B. COSTS OF COMPUTER PRODUCED REPORTS

|  |  |  |     |  |    |  |      |
|--|--|--|-----|--|----|--|------|
|  |  |  | .75 |  | 12 |  | 9.00 |
|--|--|--|-----|--|----|--|------|

TOTAL COSTS PER YEAR

516.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

15. PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

2 NOV 1970

STAT

142

Classification